

## **PROCEDURE FOR ORDINANCE ADOPTION** (revised 6/20/02)

1. At a regular or special meeting the ordinance is introduced either by a member or committee of the governing body or the mayor or manager, and a motion is made for the first reading. NOTE: Be sure to include the ordinance as an agenda item and make sure you include the ordinance information on the public notice.
2. The mayor or a council member reads the proposed ordinance in full. If you are revising an entire code, it is not practical to read the proposed ordinances in full; instead, they would read and discuss the proposed changes and have a reasonable number of copies of the code available for interested parties to review.
3. Following discussion of the proposed changes, a council member moves that the city council set a date for a public hearing. The public hearing may be scheduled for the next meeting or a special meeting may be called for the public hearing. The majority of the council must vote for the public hearing in order for it to go forward.
4. The mayor directs the city clerk to post notice of the public hearing. At least five days notice is required. In addition to the time and place set for the meeting, the notice must also provide a summary of the proposed ordinance and or changes.
5. Copies of the proposed ordinance must be prepared, and available for interested persons to review at the public hearing.
6. To convene the public hearing, the mayor or a council member moves to recess the council meeting and convene the public hearing. The mayor, as chair of the public meeting, reads the summary of the proposed changes and requests comments from the public. All public comments must be recorded in writing. After all public comments have been heard, the mayor asks for a motion to adjourn the public hearing and return to the council meeting. The motion must be seconded and approved.
7. After the public hearing, the mayor calls for council discussion of the ordinance(s). The council may amend the ordinance(s) in response to public and/or council comment by a majority vote of the council. If the proposed amendments are so significant that they change the character of the ordinance, a new public notice/hearing needs to be done.
8. The mayor or a council member may move that the ordinance be adopted, with or without amendments. A roll call vote is required for a final vote on ordinance adoption.
9. To officially pass and adopt the ordinance(s), it must be signed by the mayor, show the date of adoption, and be witnessed and signed by the city clerk.

**(Additional information on Ordinance Adoption is available in the State of Alaska, Department of Community and Economic Development, “Local Government Handbook,” Chapter 6, Section 3.)**